

**Tourism Business Improvement District Board  
Special Meeting Minutes  
Monday, February 2, 2009  
5:00 pm – City/County Library  
997 Palm Street**

**CALL TO ORDER:** Chair John Conner

**PRESENT:** Billing, Mueller, Koper, Wallace

**STAFF PRESENT:** Brigitte Elke, Principal Administrative Analyst

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**PUBLIC COMMENT**

There was no public comment.

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**COMMUNICATION**

Board member Mueller asked the committee to review board business process at the next board meeting. Staff will place an item on the February 11, 2009 agenda to further discuss.

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**BUSINESS ITEM**

**1. REVIEW OF MARKETING SERVICES PROPOSALS**

The board met to discuss the 12 proposals received for requested Marketing Services under Specification No. 90895. All board members had received the proposals on Wednesday, January 28, 2009 after the bid opening at 3 p.m. The RFP scheduled determined the evaluations to take place between February 2 and February 6, 2009. The board decided to schedule the first meeting early in the week in order to have an option for a subsequent meeting if necessary.

Each individual proposal was discussed and evaluated and each board member gave his input accordingly. The board members also indicated whether they considered the proposal for the finalist interview on February 11, 2009.

After thorough review, evaluation and deliberation, three proposals were selected for the finalist interview. The board decided that no second meeting was needed for further deliberation.

**ACTION:** Moved by Billing/Wallace that based on proposals in hand and discussion of the board, 20/20 Creative Group, Verdin Marketing, Ink., and Level Studios are the finalists to present their proposals on February 11, 2009 to the board for further review and contract award consideration. **Motion carried 4:1**

**The meeting adjourned at 6:45 p.m. to February 11, 2009 meeting.**